DOCUMENT RESUME

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TITLE	National Educational Research and Development Centers: Research Literature, 1966-1996. CD-ROM Set Manual.
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PUB TYPE	Guides - Non-Classroom (055) -- Non-Print Media (100)
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ABSTRACT

This manual is designed to accompany a set of 31 CD-ROM discs. Disc 1 contains a database of some 8,300 bibliographic records representing publications of the OERI-supported National Research and Development (R&D) Centers acquired and processed by ERIC across the 30-year period 1966-1997. Discs 2-31 contain digitized page images of the full text of the latest 5,000 (61%) of these documents. Disc 1 can be installed in a computer and the database searched in a variety of ways. The search results then indicate on which of discs 2-31 the full text of the document of interest may be found. (SLD)

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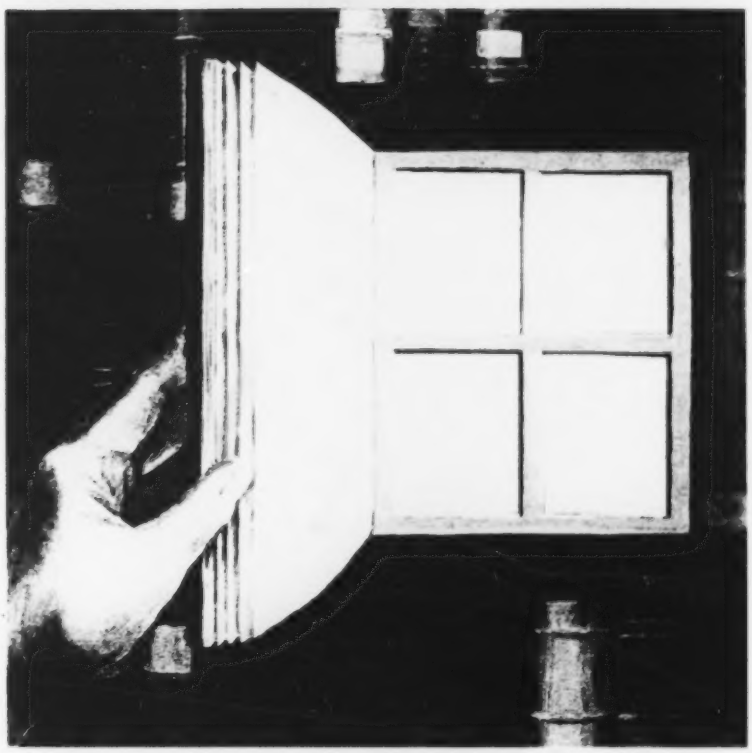
National Educational Research and Development Centers:

Research Literature 1966-1997

ED 410 306



CD ROM SET

TM 027 580

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National Educational Research and Development Centers:

Research Literature 1966-1997

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OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT

NATIONAL LIBRARY OF EDUCATION

June 25, 1997

Dear Fellow Educator:

The National Library of Education (NLE) is striving to create a library that is virtual and collaborative, proactive and responsive, and creative and visionary while maintaining the highest standards of customer service.

The NLE is pleased to provide you, at no cost, the latest product which is virtual, collaborative, and customer focused. The latest product from the new virtual library is a set of 31 disks containing approximately 8,300 ERIC resumes and over 5,000 full-text documents found in the ERIC database of all National Educational Research and Development Centers from 1966 to 1997. Updates will be provided.

The set of CD-ROMs will provide quick access to digital images of curriculum and instructional materials through a "user friendly" search engine. These materials, previously available only in microfiche or paper copy, give educators and researchers access to the latest education information.

The enclosure exemplifies our vision in which all persons have equal access to the information necessary to their personal and professional growth. It is our pleasure to offer you this exciting new product. Enjoy!

Sincerely,

Blane K. Dessy
Executive Director

WASHINGTON, D.C. 20208-5721

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Introduction

The U.S. Department of Education and its predecessor--the U.S. Office of Education--have invested hundreds of millions of dollars in educational research across the past four decades. Much of this research was sponsored by the Department, via National Educational Research and Development (R & D) Centers. The R & D Centers carry out substantial research and development initiatives that address the most important national issues and problems in education. The R & D Centers program has produced an extensive body of research literature available to researchers, practitioners, and the public since 1966 through the Educational Resources Information Center (ERIC) database.

The Department has a congressional mandate to develop, along with the National Educational Research Policy and Priorities Board, a national Research Priorities Plan--a comprehensive vision of the nation's need for knowledge about education over the next 5, 10, and 15 years. If the plan is to be truly national in scope, it must reflect the active participation of teachers, education policy makers, the academic community, and foundations and other public and private groups that sponsor educational research. These participants need to know what research has already said about the major problems and issues in education.

To fill this need and to make this information available, the National Library of Education (NLE) via its ERIC program initiated this project to put the full text of R & D Center documents on the familiar CD-ROM disc medium and to make this data fully searchable and viewable. The resultant product contains the bibliographic records (called resumes) of approximately 8,600 documents collected by the ERIC system from 1966 to December 30, 1996. It also contains the full text of about 5,300 documents collected by ERIC from 1980 to 1996. These records and documents together occupy 31 discs, as follows: Installation and Search Disk which contains: 8,600 document resumes (1966 to 1996); Disk 1-30: which contains the Full text of 5,300 documents (1980 to 1996). During the last quarter of 1997, an update of this project will include all the R & D Center products in the ERIC database from January to September 1997. The update will consist of a dated new Installation and Search Disk (resumes) and a new Disk 31 and/or new 32 (full-text). The software informs a user which one of the discs contains the full text of a given document retrieved during a search.

It was not feasible to capture the full text of all 8600 documents because this would have required an excessive number of discs. Documents prior to the 1980 cutoff are, however, still available in full text on ERIC microfiche and can be obtained in microfiche or paper copy from the ERIC Document Reproduction Service (EDRS) (800-443-ERIC; http://edrs.com).

The criteria for inclusion in this product were: (1) funding or sponsorship by the U.S. Department of Education or its predecessors (e.g., Office of Education, Department of Health, Education, and Welfare; National Institute of Education); (2) preparation by one of the R & D Centers. Over the span of time involved, there were some 76 different R & D Center names used. Approximately 1,500 documents that were prepared by the R & D Centers, but not under the Department of Education sponsorship, were excluded in this project.

The **National Library of Education** (NLE) offers this product as a step toward its goal of making high quality educational information accessible to all.

National Educational Research and Development Center Names
Established in the ERIC Database
(1966-1996)

The following organizational names, representing the National Educational Research and Development Centers, were encountered during the period 1966-1996 and were established in ERIC's authority list of organizational names (known as the Source Directory). In other words, these are the only R&D Centers known to ERIC. If there are other Centers not on this list, then that absence is attributable to the fact that no documents from that Center were ever contributed to ERIC.

The name forms were established under ERIC's standard guidelines for setting up corporate names. These name forms are heavily influenced by the way the name appears on the document itself. In other words, the way an organization refers to itself on its letterhead and formal publications is often the preferred name form.

The eight-character alphanumeric codes appearing in parentheses after each name are the so-called "Source Codes" established by ERIC for each distinct name. Names may be searched on the CD-ROM database either under the words appearing in the name or by the Source Code.

In some instances, the same institution appears in this list under two or more different name forms. This can be caused by any one of several factors, e.g.: (1) slight variations in the name as it appeared on documents, causing ERIC to establish more than one name; (2) variations in the physical location of the institution; (3) ERIC inadvertently setting up an institution one time under its host organization's name and a second time directly under its own name. If the variant name forms are alphabetically adjacent to one another, this situation is noted by bracketing the names together. If the names are not adjacent, the relationship between the two names is noted by cross-reference. Searches for the documents of any particular R&D Center should, of course, use all the variant name forms for the institution that might be indicated.

1 California Univ., Berkeley. Center for Research and Development in Higher Education. (CIQ11230)
2 California Univ., Berkeley. Center for the Study of Writing. (BBB24466) [See also "Center for the study of..."]
3 California Univ., Los Angeles. Center for Language Education and Research. (BBB24809)
4 California Univ., Los Angeles. Center for the Study of Evaluation. (CIQ11702)
5 Center for Applied Linguistics, Washington, DC. Center for Language Education and Research. (BBB25716)
6 Center for Policy Research in Education. [No location] (BBB24861)
7 Center for Research in Educational Accountability and Teacher Evaluation (CREATE), Kalamazoo, MI. (BBB31423)
8 Center for Research on Educational Accountability and Teacher Evaluation, Kalamazoo, MI. (BBB32221)
9 Center for Research on Effective Schooling for Disadvantaged Students, Baltimore, MD. (BBB27980)
10 Center for Research on Elementary and Middle Schools, Baltimore, MD. (BBB24803)

11 Center for Research on Evaluation, Standards, and Student Testing, Los Angeles, CA. [CRESST] (BBB25810) [See also "National Center..."]
12 Center for Research on the Context of Secondary School Teaching. [No location.] (BBB27025)
13 Center for Research on the Education of Students Placed at Risk, Baltimore, MD. (BBB33036)
14 Center for Technology in Education, New York, NY. (BBB27950)
15 Center for the Learning and Teaching of Elementary Subjects, East Lansing, MI. (BBB26482)
16 Center for the Learning and Teaching of Literature, Albany, NY. (BBB26881)
17 Center for the Study of Learning, Pittsburgh, PA. (BBB28864)
18 Center for the Study of Reading, Urbana, IL. (BBB29611) [see also "Illinois Univ., Urbana..."]
19 Center for the Study of Writing, Berkeley, CA (BBB25253) [see also "California Univ., Berkeley..."]
20 Center for the Study of Writing, Pittsburgh, PA (BBB25310)
21 Center for Urban Education, New York, NY. (CQF12900)
22 Center for Urban Education, New York, NY. Committee on Field Research and Evaluation. (BBB01016)
23 Center for Urban Education, New York, NY. Educational Research Committee. (BBB02456)
24 Center for Urban Education, New York, NY. Program Reference Service. (BBB02609)
25 Center for Urban Education, New York, NY. Research Service Committee. (BBB01581)
26 Center on Families, Communities, Schools, and Children's Learning. (BBB29684; BBB29867)
27 Center on Organization and Restructuring of Schools, Madison, WI. (BBB29595)
28 Consortium for Policy Research in Education, Madison, WI. Finance Center. (BBB32531)
29 Consortium for Policy Research in Education, New Brunswick, NJ. (BBB29125)
30 Educational Technology Center, Cambridge, MA. (BBB23119)
31 Georgia Univ., Athens. Research and Development Center in Educational Stimulation. (IEE29260)
32 Harvard Univ., Cambridge, Mass. Center for Research and Development in Educational Differences. (MGG30840)
33 Illinois Univ., Urbana. Center for the Study of Reading. (BBB14200) [see also "Center for the Study of Reading..."]
34 Illinois Univ., Urbana. National Lab. on Early Childhood Education. (JIM35627)
35 Johns Hopkins Univ., Baltimore, MD. Center for Social Organization of Schools. (BBB15058)
36 Johns Hopkins Univ., Baltimore, MD. Center for the Study of Social Organization of Schools. (LYR39605)
37 Michigan State Univ., East Lansing. Inst. for Research on Teaching. (BBB15214)
38 National Arts Education Research Center, New York, NY. (BBB31574)
39 National Center for Adult Literacy, Philadelphia, PA. (BBB29527) [See also "National Center on..."]

40 National Center for Bilingual Research, Los Alamitos, Calif. (BBB19960)
41 National Center for Bilingual Research. (BBB20106)
42 National Center for Educational Leadership, Cambridge, MA. (BBB28762)
43 National Center for Educational Leadership, Nashville, TN. (BBB28214)
44 National Center for Higher Education Management Systems, Boulder, Colo. (BBB15602) [See also "Western Interstate Commission..."]
45 National Center for Improving Science Education, Andover, MA. (BBB27272)
46 National Center for Improving Science Education, Washington, DC. (BBB27273)
47 National Center for Postsecondary Governance and Finance, College Park, MD. (BBB25609)
48 National Center for Research in Mathematical Sciences Education, Madison, WI. (BBB30181)
49 National Center for Research in Vocational Education, Berkeley, CA. (BBB26419)
50 National Center for Research on Cultural Diversity and Second Language Learning, Santa Cruz, CA. (BBB29304)
51 National Center for Research on Evaluation, Standards, and Student Testing, Los Angeles, CA. (BBB30050) [See also "Center for Research on..."]
52 National Center for Research on Teacher Education, East Lansing, MI. (BBB25278)
53 National Center for Research on Teacher Learning, East Lansing, MI. (BBB28699)
54 National Center for School Leadership, Urbana, IL. (BBB28334)
55 National Center for Science Teaching and Learning, Columbus, OH. (BBB29274)
56 National Center for the Study of Writing and Literacy, Berkeley, CA. (BBB30640)
57 National Center for the Study of Writing and Literacy, Pittsburgh, PA. (BBB32081)
58 National Center on Adult Literacy, Philadelphia, PA. (BBB30189) [See also "National Center for ..."]
59 National Center on Education and Employment, New York, NY. (BBB25584)
60 National Center on Effective Secondary Schools, Madison, WI. (BBB24601; BBB25211)
61 National Center on Postsecondary Teaching, Learning, and Assessment, University Park, PA. (BBB29570)
62 National Center on the Educational Quality of the Workforce, Philadelphia, PA. (BBB30214) [See also "Pennsylvania Univ., Philadelphia. Center on..."]
63 National Coordination Center for Early Childhood Education, St. Ann, Mo. (BBB07661)
64 National Reading Research Center, Athens, GA (BBB30638)
65 National Reading Research Center, College Park, MD (BBB30639)
66 National Research Center on English Learning and Achievement, Albany, NY (BBB33930)
67 National Research Center on Literature Teaching and Learning, Albany, NY. (BBB29971)
68 National Research Center on Student Learning, Pittsburgh, PA. (BBB30405)
69 National Research Center on the Gifted and Talented, Storrs, CT. (BBB29762)

70 National Research Center on the Gifted Talented, Charlottesville, VA. (BBB28943)

71 National/State Leadership Inst. on the Gifted and Talented, Los Angeles, Calif. (BBB11534)

72 North Carolina State Univ., Raleigh. Center for Occupational Education. (QXM64290)

73 North Carolina State Univ., Raleigh. Dynamic Analysis and Strategic Planning Program. (BBB10550)

74 Ohio State Univ., Columbus. Center for Vocational and Technical Education. (RUF67355)

75 Ohio State Univ., Columbus. Center for Vocational Education. (BBB12937)

76 Ohio State Univ., Columbus. National Center for Research in Vocational Education. (BBB15260)

77 Oregon Univ., Eugene. Center for Advanced Study of Educational Administration. (SJJ69790)

78 Oregon Univ., Eugene. Center for Educational Policy and Management. (BBB09086)

79 Pennsylvania Univ., Philadelphia. Center on the Educational Quality of the Workforce. (BBB28254) [See also "National Center on the Educational..."]

80 Pittsburgh Univ., PA. Learning Research and Development Center. (SYN73275)

81 Reading Research and Education Center, Champaign, IL. (BBB28847)

82 Stanford Univ., California. Center for Educational Research at Stanford. (BBB15406)

83 Temple Univ., Philadelphia, PA. National Education Center on Education in the Inner Cities. (BBB31045)

84 Texas Univ., Austin. Research and Development Center for Teacher Education. (XPT87575)

85 Western Interstate Commission for Higher Education, Boulder, Colo. National Center for Higher Education Management Systems (BBB05978) [See also "National Center for..."]

86 Wisconsin Center for Education Research. (BBB20214)

87 Wisconsin Univ., Madison. Research and Development Center for Cognitive Learning. (ZQU98320)

88 Wisconsin Univ., Madison. Research and Development Center for Individualized Schooling. (BBB15879)

89 Wisconsin Univ., Madison. Research and Development Center for Learning and Re-Education. (ZQU98325)

This CD-ROM Product includes Folio Bound Views 3.1 search software and the complete text and graphics of ***The National Educational Research and Development Centers (NERDC)*** as an accompanying Folio Views infobase. Using this software, you may search the complete text of ***"NERDC"*** for words or combinations of words and find the information you are looking for. Every word in the collection is indexed, so searches are very quick.

Minimum System Requirements

PC: 486 or better; 16 MB of RAM: VGA monitor: Windows 3.1, Windows 95 or Windows NT

Installation Instructions

For Windows 3.1 or Windows 95/NT there are two installation options:

Full Install

Full Install requires approximately 26 megabytes of disk space. This option loads the entire NERDC text resume database on the local hard drive of your computer. The advantage of loading the text database on your hard drive is it will eliminate the need to continually swap the text CD when you load the graphics CD. It will also result in slightly quicker search results.

Minimum Install

Minimum Install requires approximately 6 megabytes of disk space. To search the NERDC text database you will need the NERDC "***Installation and Search Disk***" CD-ROM loaded in your CD-ROM drive. After viewing each full-text document you will have to insert the "***Installation & Search Disk***" in order to conduct another search.

Windows 3.1 Install

Select the CD-ROM labeled "***Installation and Search Disk***".

From the File Menu in Windows 3.1 select Run. In the box type your CD-ROM drive letter, e.g., D:\Setup, then follow the installation instructions.

To start the NERDC Infobase after installation click the NERDC icon.

Windows 95 or Window NT Install

Select the CD-ROM labeled "***Installation and Search Disk***".

From the Start Menu select Run. In the box type your CD-ROM drive letter, e.g., D:\Setup, then follow the installation instructions.

To start the NERDC Infobase after installation click the START icon, then click the PROGRAMS icon, and then click the NERDC icon.

Getting Started

To start the NERDC software:

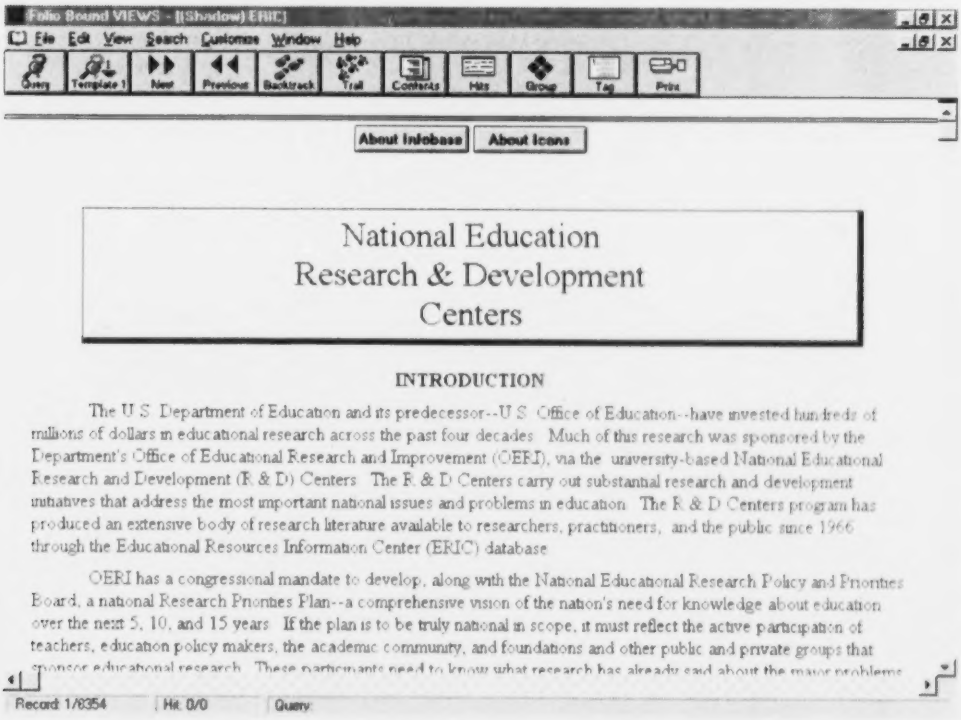
Windows 3.1

Click the NERDC Program Group. Click the NERDC icon.

Windows 95 or Windows NT

Click the Start bar. Click Programs. Click NERDC Group. Click the NERDC icon.

Once the program has started you will see the following Introduction Screen:


Folio Bound VIEWS - [(Shadow) ERIC]
File Edit View Search Customize Window Help
Query
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Trail
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Hits
Group
Tag
Print
About Infobase
About Icons
National Education
Research & Development
Centers
INTRODUCTION
The U S Department of Education and its predecessor--U S Office of Education--have invested hundreds of millions of dollars in educational research across the past four decades Much of this research was sponsored by the Department's Office of Educational Research and Improvement (OERI), via the university-based National Educational Research and Development (R & D) Centers The R & D Centers carry out substantial research and development initiatives that address the most important national issues and problems in education The R & D Centers program has produced an extensive body of research literature available to researchers, practitioners, and the public since 1966 through the Educational Resources Information Center (ERIC) database
OERI has a congressional mandate to develop, along with the National Educational Research Policy and Priorities Board, a national Research Priorities Plan--a comprehensive vision of the nation's need for knowledge about education over the next 5, 10, and 15 years If the plan is to be truly national in scope, it must reflect the active participation of teachers, education policy makers, the academic community, and foundations and other public and private groups that sponsor educational research These participants need to know what research has already said about the major problems
Record 1/6354
Hit 0/0
Query

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The Toolbelt

The Toolbelt, located at the top of the screen, allows one-click mouse access to several of the Folio VIEWS 3.1 Infobase Manager features. Five of the most important buttons are:

Query: Opens the Query dialog to search the infobase.

Query Template: Opens a customized Query dialog for the infobase.

Next: Advances the cursor to the next line of query hits.

Previous: Returns the cursor to the previous line of query hits.

Backtrack: Backs you up through searches you have performed and links you have followed.

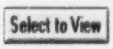
Contents: Opens up the Contents window for the infobase. The Table of Contents is a navigational tool designed to help you easily browse through the documents.

Tag: Allows you to mark random document abstracts (or resumes) in preparation for performing various other actions on them, such as printing, grouping, or viewing on the screen.

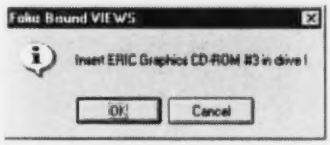
Navigating

Navigation is the process of moving through the NERDC database to find the information you need. The NERDC infobase software uses the standard navigational keystrokes available on your computer for basic navigation: **PAGE UP, PAGE DOWN, HOME** and **END**, and the arrow keys. Other navigational tools are specific to VIEWS.

The NERDC infobase consists of two parts. The first part contains the search database. The search database contains the document resumes or abstracts of all the documents in the NERDC collection. Documents from 1980 to present contain the full-text image of the document. In order to view the image click the "Select to View" icon.



You will then be prompted to "Insert ERIC Graphics CD ROM # in drive D" (or other letter assigned to your CD-ROM drive).



Once the correct Graphics CD is loaded, the full-text image of the selected document will automatically appear.

To go back to searching click the "**Backtrack**" icon ( ) on the menu bar. This will take you back to initial search screen.

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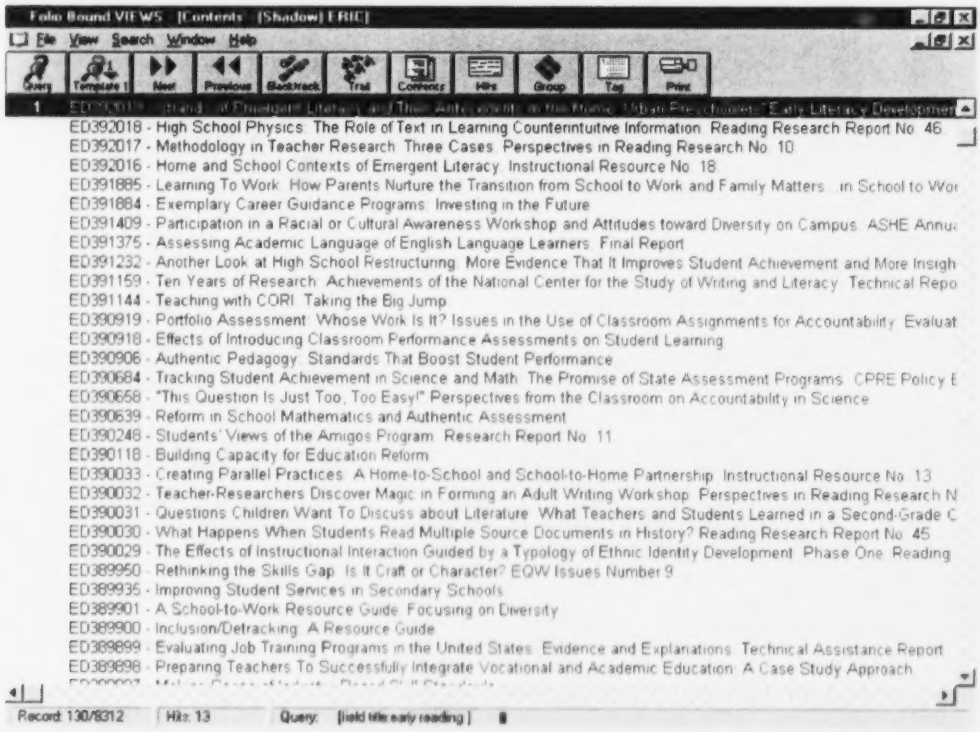
Contents Window

The Contents Window is a listing of all document abstracts or resumes available in this file. Double clicking on text will take you to that specific portion of the infobase.


Folio Bound VIEWS [Contents] [Shadow] ERIC
File View Search Window Help
Query Template 1 Next Previous Backtrack Trail Contents Hits Group Tag Print
1 ED392018 - High School Physics: The Role of Text in Learning Counterintuitive Information. Reading Research Report No. 46
ED392017 - Methodology in Teacher Research: Three Cases. Perspectives in Reading Research No. 10
ED392016 - Home and School Contexts of Emergent Literacy. Instructional Resource No. 18
ED391885 - Learning To Work: How Parents Nurture the Transition from School to Work and Family Matters ...in School to Wor
ED391884 - Exemplary Career Guidance Programs: Investing in the Future
ED391409 - Participation in a Racial or Cultural Awareness Workshop and Attitudes toward Diversity on Campus. ASHE Annu
ED391375 - Assessing Academic Language of English Language Learners: Final Report
ED391232 - Another Look at High School Restructuring: More Evidence That It Improves Student Achievement and More Insigh
ED391159 - Ten Years of Research: Achievements of the National Center for the Study of Writing and Literacy. Technical Repo
ED391144 - Teaching with CORI: Taking the Big Jump
ED390919 - Portfolio Assessment: Whose Work Is It? Issues in the Use of Classroom Assignments for Accountability. Evaluat
ED390918 - Effects of Introducing Classroom Performance Assessments on Student Learning
ED390906 - Authentic Pedagogy: Standards That Boost Student Performance
ED390684 - Tracking Student Achievement in Science and Math: The Promise of State Assessment Programs. CPRE Policy B
ED390658 - "This Question Is Just Too, Too Easy!" Perspectives from the Classroom on Accountability in Science
ED390639 - Reform in School Mathematics and Authentic Assessment
ED390248 - Students' Views of the Amigos Program. Research Report No. 11
ED390118 - Building Capacity for Education Reform
ED390033 - Creating Parallel Practices: A Home-to-School and School-to-Home Partnership. Instructional Resource No. 13
ED390032 - Teacher-Researchers Discover Magic in Forming an Adult Writing Workshop. Perspectives in Reading Research N
ED390031 - Questions Children Want To Discuss about Literature: What Teachers and Students Learned in a Second-Grade C
ED390030 - What Happens When Students Read Multiple Source Documents in History? Reading Research Report No. 45
ED390029 - The Effects of Instructional Interaction Guided by a Typology of Ethnic Identity Development: Phase One. Reading
ED389950 - Rethinking the Skills Gap: Is It Craft or Character? EQW Issues Number 9
ED389935 - Improving Student Services in Secondary Schools
ED389901 - A School-to-Work Resource Guide: Focusing on Diversity
ED389900 - Inclusion/Detracking: A Resource Guide
ED389899 - Evaluating Job Training Programs in the United States: Evidence and Explanations. Technical Assistance Report
ED389898 - Preparing Teachers To Successfully Integrate Vocational and Academic Education: A Case Study Approach
Record: 130/8312 Hits: 13 Query: [field title early reading]

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Valuable Short Cut Key Strokes

F1- Context sensitive Help: Specific to screen or dialog box in view. Use it early and often to gain mastery of the software.

F2- Query: Opens the Query dialog to search the infobase.

F3- Next: Advances the cursor to the next query hit.

F4- Previous: Returns the cursor to the previous query hit.

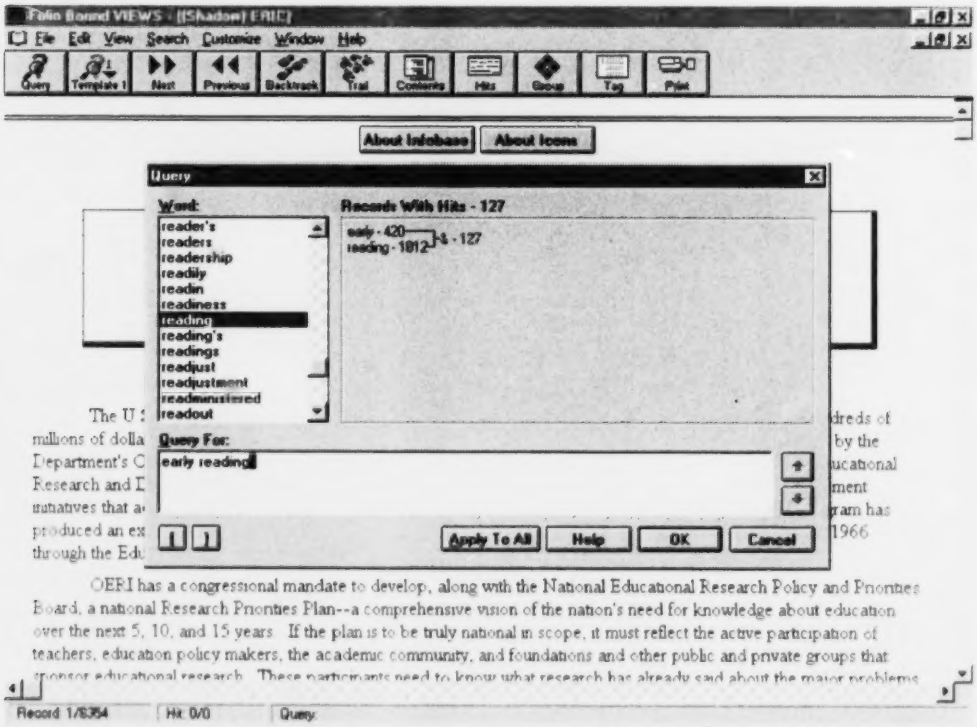
 F5- Backtrack: Backs you up through searches you have performed and links you have followed.

How to Search the NERDC Infobase

The National Educational Research and Development Centers Database CD-ROM product consists of the document abstract (or resumes) of approximately 8,600 documents.

When you perform a search, the NERDC software reports the number of documents that contain matches to your query. The NERDC software does not report the number of times a word appears in the entire database; rather, it reports the number of documents in which the word appears.

All queries (searches) are entered into the Query dialog box or the search template. The dialog box performs two primary functions: it provides a place for you to enter the queries, and it presents feedback on your query through the Records with Hits results map.



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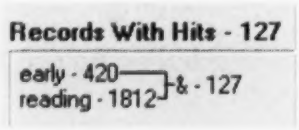
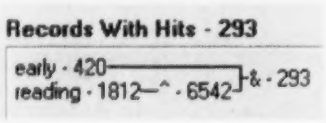
To initiate a search, open the NERDC infobase and press F2 or click the Query button. Searches are not case sensitive. Do not include punctuation in search terms. To perform a simple search type the word or words you want to locate. Press OK to be taken to the first hit. Press F3 for the next hit, F4 to return to a previous hit. You may also use the Next and Previous buttons for this purpose.

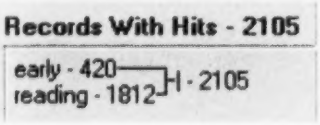
Examples of **AND, OR, NOT** search operators:



Early **and** Reading - (Early **&** Reading): Returns all documents that include both words.



Early **not** Reading - (Early **^** Reading): Returns all documents that include one but not the other word.



Early **or** Reading - (Early **|** Reading): Returns all documents that include at least one of these words.

Wildcards:

? replaces any single letter.

***** replaces multiple characters.

For example: B??l will pick up bell, bill, and bull. Sub* will pick up subject, substance, substitute, etc.

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Phrase and Proximity Searches:

Place phrases in quotes, e.g., "Early Reading". Phrases are not indexed, so phrase searches take longer.

Ordered:

"Early Reading"/5 returns all occurrences of Early followed by Reading within 5 words.

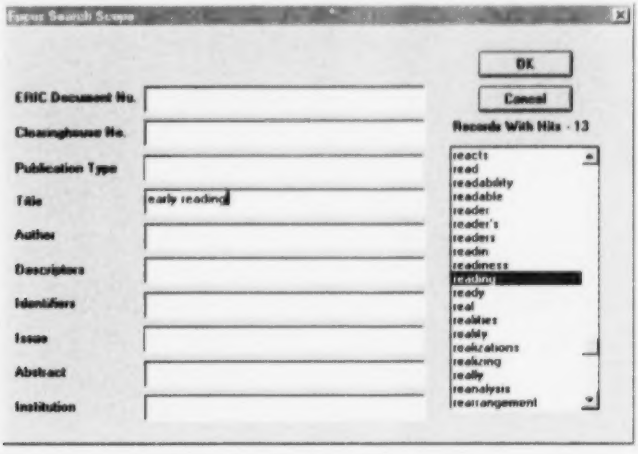
Unordered:

"Early Reading"@5 returns all occurrences of Early and Reading within 5 words regardless of which word occurs first.

Press F1 when the query dialog is open for a comprehensive review of all commands available during queries.

Query Template

The Query Template is a specialized query that allows you to find a particular word (or words) in the abstract portion of each entry.



You may specify an **AND** query by placing the ampersand (&), a single space, or the word "and" between two words. For example, the following queries produce the same results:

early & reading
early reading
early and reading

You may specify an **OR** query by placing a vertical bar (|) or the word "or" between two words.

For example, the following queries below produce the same results:

reading | writing
reading or writing

(The vertical bar | is located above the backslash on many keyboards.)

You may specify a **NOT** search by placing a caret (^) or the word "not" (not enclosed in quotes) before a word. For example, the following queries produce the same results:

here ^ there
here not there

(The caret ^ is SHIFT+6 on many keyboards.)

For more advanced search examples please press F1 for context sensitive help.

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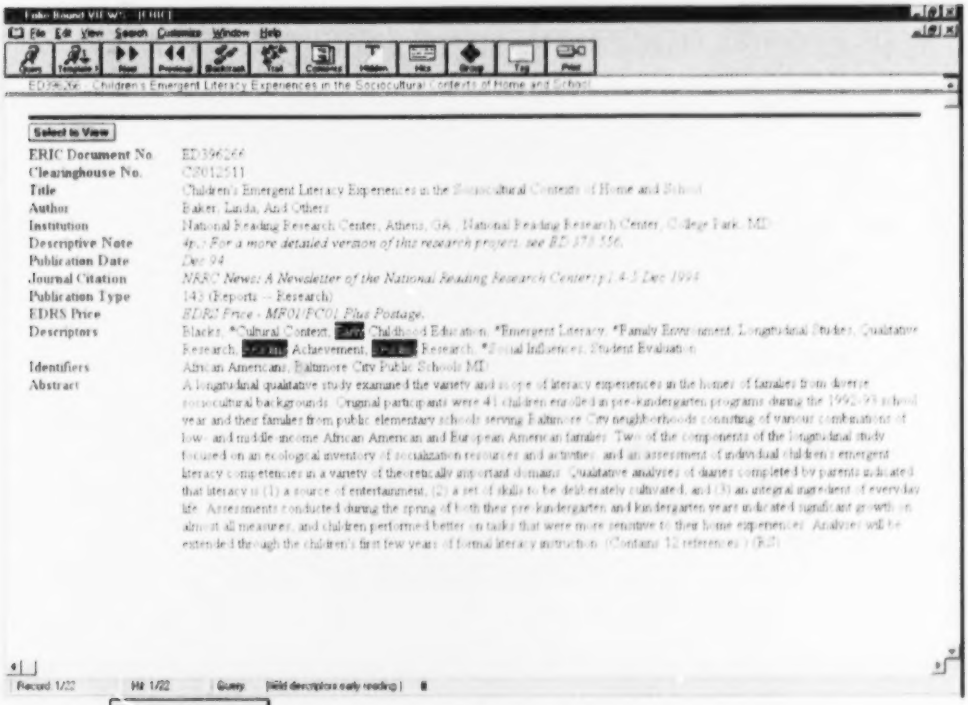
A query for the words EARLY READING yields 13 results. One example follows:



Follow the **About Icons** button to see more about the button bar icons.

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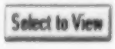
Using Search Results

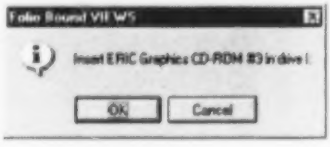
To print or save text to a file you must first select the target text. Insert the cursor (click the mouse once) on the text you want to use. Press **F6** ( ) to tag the text. From the File menu select Print or Save As, then follow the menu options. From the Edit menu, select Clear All Tags before beginning a new selection.

Viewing Full-Text Documents

The NERDC infobase consists of two parts. The first part contains the search database. The search database contains the document resumes of all the documents in the NERDC collection. Documents from 1980-present contain the full-text image of the document. In order to view the image click the "Select to View" icon.



You will then be prompted to "Insert ERIC Graphics CD ROM # in drive D" (or other letter assigned to your CD-ROM drive).



Once the correct Graphics CD is loaded, the full-text image of the selected document will automatically appear.

To go back to searching click the "**Backtrack**" icon ( ) on the menu bar. This will take you back to initial search screen.

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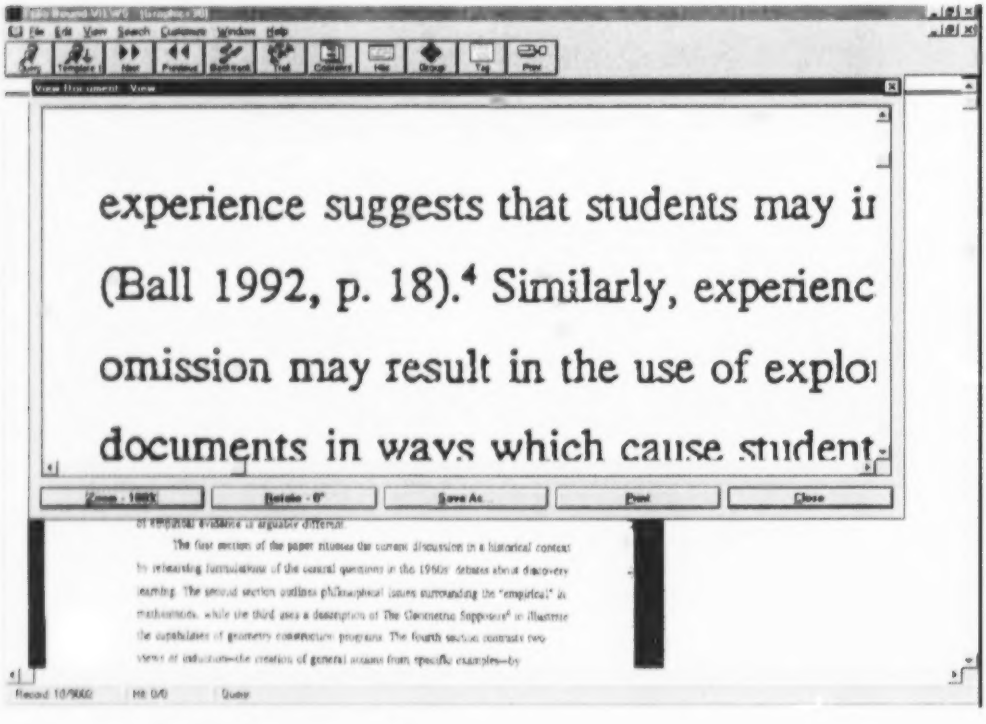
Using the Zoom Viewer To View Full-Text Documents

The NERDC software includes a zoom viewer which allows a single page from a document to be viewed from 10% to 150% of original screen size. To start the zoom viewer double click on the document page image. Click the zoom bar on the zoom viewer to change the zoom percentage. To view another page in the zoom viewer, close the zoom viewer and then double click on the next document page image to be viewed with the zoom viewer.


experience suggests that students may ir
(Ball 1992, p. 18).[4] Similarly, experienc
omission may result in the use of explo
documents in ways which cause student
Zoom - 100%
Rotate - 0°
Save As
Print
Close

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Shadow Files - for Advanced Users

CD-ROM users must create and use shadow files to annotate their infobase.

Shadow Files

Shadow files allow you to store changes to an infobase without directly affecting the original information in the master infobase. Anything which you can do in an infobase may be done in a shadow file. When the infobase resides on a CD-ROM, using shadow files that reside on a writable drive (e.g. C:) is the only way a user can place notes, create links, add bookmarks, and apply highlighters.

To create a shadow file, the master infobase must first be opened. From the menu select File, then New. Specify Folio Shadow as the file type. Name the file and keep the .SDW extension associated with it. Make sure the path specifies a subdirectory on a writable drive. Press OK. The word "Shadow" will appear as part of the title at the screen top. The infobase view is unchanged, but any annotations placed in the file will be retained in the shadow file. In subsequent sessions users may open the shadow file directly. Begin Folio Views, then select File, Open. Specify Folio Shadow as the file type. Double click on the file name to open and use the shadow file again. If a master file is already open users may close it, then select File, Open, Shadow.

Personal Annotations - for Advanced Users

Users may only annotate an infobase if it is on a writable drive. CD-ROM users must either move the infobase to the drive or make a shadow file and use the shadow file for annotations.

Bookmarks hold your place in an infobase from session to session. If you find information of interest, add a bookmark so you can find the information later. Each bookmark may be up to 127 characters long, allowing you to describe the place you are holding with great detail. VIEWS allows up to 1000 bookmarks in the same infobase. Insert the cursor where you wish to place a bookmark. (Do not place bookmarks inside words.) Press **CTRL+M**, type your bookmark description and press OK. To open your bookmark, press **CTRL+M**, select the bookmark and press OK.

Notes allows you to place notes in the margin. Each paragraph in the infobase may have one note, if desired. The text of the note appears in a popup window. When you are not viewing the text of the note, the note appears as a small icon next to the paragraph where it was placed. Press **CTRL+N**, type the text of your note. Press Escape to close the note, then press Save.

Highlighter allows you to highlight sections of an infobase as you might with a highlight pen and printed text. To create a highlight style, press **CTRL+H**. Enter a descriptive name for your highlight. Select Character. To make a yellow highlighter, select Background, then double click on Yellow. Follow the dialog options to save your selection and return to the text. Now select the text you want to highlight. (Hold down the left mouse button and move the cursor along the text.) Press **CTRL+H**, double click on your highlight selection and return to your text. Click once to deselect the text and view the result.

Popups are similar to notes but are attached to text or objects. To create a popup, select some text as you would to create a highlight. From the customize window, select Popup, enter your personal annotation, press Escape and save the result. Double click on the selected text to view the popup.

Notes, Highlights and Popups are immediately indexed and separately searchable.

Technical Support

Should you have problems installing or using the software, telephone technical support is provided by the ERIC Document Reproduction Service (EDRS), the NERDC software developer. EDRS may be reached at (800) 443-ERIC (3742) weekdays 8 AM to 6 PM Eastern time. Questions and comments may also be emailed to service@edrs.com at any time.

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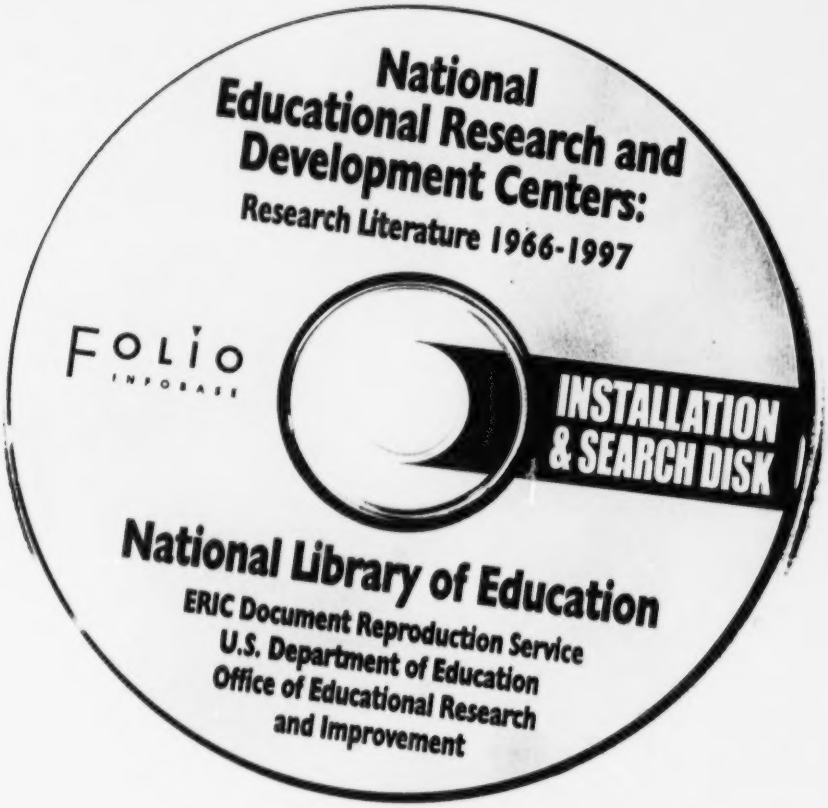

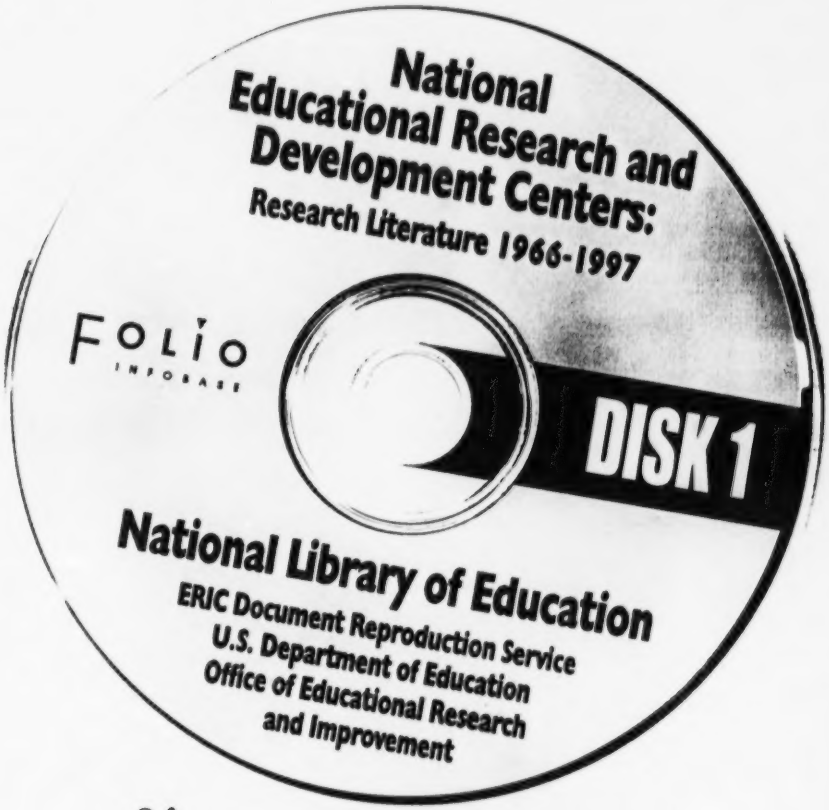

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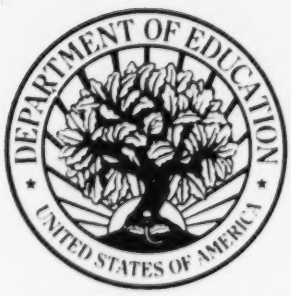

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